

Southampton Animal Shelter Foundation

Director of Development

POSITION SUMMARY

The Director of Development is responsible for planning, organizing, and directing all SASF's fundraising including the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fund-raising endeavors.

ESSENTIAL FUNCTIONS

- Work with the Senior Management Team, Board of Directors, and leadership to identify future financial needs and goals
- Meet financial goals as determined by the Board of Directors and Executive Director
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Create fundraising plan ensuring that activities support existing programming, program development, and capital improvements
- Develop a major gifts program including identification, cultivation, and solicitation of major donors.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Communicate fundraising goals and progress to Board of Directors and Senior Management Team
- Research and identify grant opportunities, and engage grant writer when necessary
- Research and identify Corporate Sponsorship & Corporate Giving Programs in NYC and LI.
- Solicit and Manage Sponsorship opportunities for Events
- Attend community events, networking events or conferences to promote organizational goals and solicit in-kind donations or sponsorships in NYC and Long Island as needed.
- Contact corporate representatives, government officials, or community leaders to increase awareness of SASF mission, organizational causes, activities, and needs
- Maintain Development budget and control expenses
- Partner with other departments to coordinate the external and internal messaging efforts and initiatives
- Direct web-based fundraising activities, such as online auctions or donation websites

EXPERIENCE REQUIRED:

- Bachelor's Degree
- 7- 10 years Proven Record in Fundraising

APPLICATION INSTRUCTIONS: For consideration, email your letter of interest and resume to Jerry Rosenthal at jerry@sasf.org.